

FACILITIES RENTAL AGREEMENT

Village of Edgar

PO Box 67, Edgar, WI 54426 Ph. (715)352-2891
or email to: villagehall@edgarwi.gov



Name: (Hereinafter referred to as "Lessee"): _____

Group/Company Name (if applicable): _____

Address: _____ City/St: _____ Zip: _____

Email: _____ Phone: _____

Event Date: _____ Day of the Week: _____

Type of Event: _____ Approximate hours: _____

*****Is your event being held "For Profit"? Yes No If Yes, the fee is \$125.00 includes a \$25.00 Refudable Deposit*****

If you intend to have any tents, special equipment, or play structures, please describe: _____

Please plan to meet with our Public Works department to select a suitable location for such items.

I, the Lessee, by my signature below, do hereby make application to rent a facility/pavilion owned by the Village of Edgar, agreeing to the Terms and Conditions of this Rental Agreement. **I further understand that a cancellation will result in no refund of any amount.** All sums will remain with the Village of Edgar. Cleaning is the responsibility of the lessee after each event. This includes vacuuming, sweeping, cleaning counters/picnic tables/chairs, removing garbage, etc. **Picnic tables must be returned back into the pavilion.** Garbage - Village provides wheeled containers. It is the responsibility of the lessee to obtain additional dumpsters, if necessary.

Signature: _____ Date: _____

Facilities						
	Ball Park					
<input type="checkbox"/>	Ball Park (301 E Lutz St) (3 Fields are available, per day)					
No. of Days (A)	Events: Your event will be provided with wheeled containers; however, the group is responsible for emptying these and, if necessary, obtaining additional dumpster(s). A list of fees from Harter's is available upon request.	No. of Fields (Max of 3)	Cost per Field	Sub-total (B x C=D)	=	Total All Costs (A x D = E)
		X	\$35.00		=	
	Shelter Reservations					
Initial: _____	<i>This rental agreement is for the shelter only. The park will remain open to the public. If you want a park exclusive to your event, please speak to the Administrator.</i>		Shelter Only Use Fee	Refundable Deposit*	Total of Fee & Deposit	= Subtotal
*	Is your event being held "For Profit"					
	<input type="checkbox"/> Yes <input type="checkbox"/> No Park's Name: _____		\$ 100.00	\$ 25.00	\$ 125.00	\$
<input type="checkbox"/>	Minnow Ponds - 310 W Chesak Ave		\$ 50.00	+ \$ 25.00	\$ 75.00	= \$
<input type="checkbox"/>	Oak Street Park - 204 E Lutz St					
<input type="checkbox"/>	" - Large Shelter (w/ electric)		\$ 50.00	+ \$ 25.00	\$ 75.00	= \$
<input type="checkbox"/>	" - Small Shelter (no electric)		\$ 35.00	+ \$ 10.00	\$ 45.00	= \$
<input type="checkbox"/>	" - Both Shelters		\$ 85.00	+ \$ 35.00	\$ 120.00	= \$
<input type="checkbox"/>	Scotch Creek - 400 S 3rd Ave (no electric/bathrooms across street)		\$ 35.00	+ \$ 10.00	\$ 45.00	= \$
<input type="checkbox"/>	Shortner Athletic Park - 531 S 3rd Ave (w/ electric)		\$ 50.00	+ \$ 25.00	\$ 75.00	= \$
<input type="checkbox"/>	Village Hall - 224 S 3rd Ave (kitchen/hall only)		\$ 55.00	+ \$ 45.00	\$ 100.00	= \$
<input type="checkbox"/>	Exclusive Use Spot (Indicate your park of choice above by checking the box)					\$
Comments: _____						
Return completed form with Use Fee and Deposit to: Village of Edgar, 224 S 3rd Ave., PO BOX 67, Edgar, WI 54426 -- (715) 352-2891						

Amount Paid: \$ _____ Receipt #: _____ Tender: _____ Date: _____